



LACOMBE POLICE COMMISSION

Respect | Accountability | Honesty | Integrity



**CHIEF
OF
POLICE**

Our Mission:

To work in partnership with the citizens of Lacombe and ensure transparent, effective and responsive policing throughout the municipality.

About the Lacombe Police Service (LPS)

The Lacombe Police Service (LPS), established in 1900, is one of the oldest municipal police departments in Alberta. We are dedicated to providing the highest quality of police service to the citizens of Lacombe.

Together with our community partners, and with strong support from the Lacombe Police Commission and City Council, we are committed to ensuring the safety and security of our residents by preventing crime, enforcing the law, and being responsive to community needs.

Thanks to the strong partnerships we have established within Lacombe and the wider policing community, the LPS has had a major role in making Lacombe one of Alberta's safest cities.



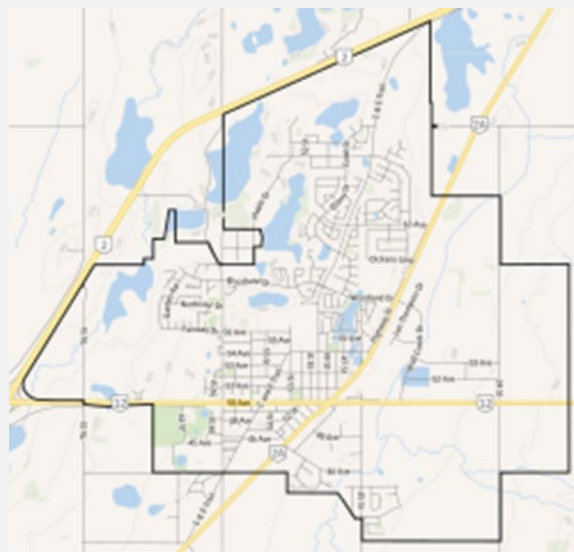
About the City of Lacombe

The City of Lacombe is located 25 km north of Red Deer, AB, 175 km north of Calgary, AB and 125 km south of Edmonton, AB along Queen Elizabeth HWY 2. The 2023 Census lists the City's population approximately 14,258. The City stretches across approximately 20 square kms. The City of Lacombe is surrounded on its boundaries by the County of Lacombe, each an independent municipality. In terms of retail, commercial, medical and other business services, the City of Lacombe is an important municipal center within south central Alberta.

The City's economy is greatly supported by the agriculture and oil and gas industries, and related supplier and service companies to these industries.

Lacombe is a charming City known for its rich history and vibrant community. Visitors and residents alike enjoy a variety of amenities, including picturesque parks and a thriving downtown filled with unique shops and restaurants. One of the city's most iconic landmarks is the Flatiron Building, a beautifully preserved architectural gem that stands as a testament to Lacombe's heritage. This historic building adds character to the city and serves as a proud symbol of Lacombe's commitment to preserving its past while embracing the future.

The City maintains many services and amenities including a hospital and care centre, Museum, Public Library, a regional airport, primary and secondary schools, a private University and access to post-secondary education, secondary medical and pharmaceutical services, fire protection, a municipal police force, seniors and supportive living care and housing, community and faith based organizations, retail and commercial services, and a multitude of recreation facilities, green spaces, playgrounds and parks, sports fields, ice hockey arenas, and a curling club.



About the Opportunity

Reporting to the Lacombe Police Commission (the Commission), the Chief of Police will, in conjunction with prevailing Federal and Provincial legislation, the Collective Bargaining Agreement as well as Lacombe Police Service (the Service) and City of Lacombe bylaws, policies and procedures provide leadership, coordination and delivery of services for the Police Service

The Chief of Police develops and maintains a service delivery consistent with the philosophy of community policing which: ensures a participatory, effective environment for uniform and civilian members; plans and directs the police and administrative operations of the Police Service; manages the day-to-day operations of the Police Service; and represent the Police Service at the municipal, provincial and federal jurisdictions.

MAJOR DUTIES

Obligations under the Alberta Police Act as updated through statute

- The preservation and maintenance of the public peace and prevention of crime within the municipality.
- The maintenance of discipline and the performance of duty within the Police Service, subject to the regulations governing the discipline and performance of duty police officers.
- The day-to-day administration of the Police Service.
- The application of professional police procedures.
- The planning and research function of the Police Service.
- Ensure compliance with the Minister of Public Safety and Emergency Services standards and audits for police services.

Strategic Oversight

- In collaboration with the Commission, develop and monitor the Lacombe Police Service Strategic Plan inclusive of Key Performance Indicators. Responsible for ensuring delivery of Police Service outcomes as dictated through the Police Service Strategic Plan.
- Ensure all Police Service policies, procedures and standards align with the Police Service's overarching goals and strategic objectives.
- Identify potential risks related to Police Service policies and implement measures to mitigate those risks.
- Oversee compliance with internal governance documents and external legislation/regulations, ensuring all Police Service activities adhere to legal and ethical standards.

- Develop required changes to support continuous improvement to services throughout the organization.
- Ensure adequate service levels in the provision of Police Service programs are provided to the city through the Commission.
- Actively drive the implementation of the Police Service's vision, mission and values.
- Develop long range plans for the Police Service based on community needs and trends as and the Commission / Police Service's Strategic Plan and objectives.
- Responsible for monitoring comparator jurisdictions for leading practices and adapting / updating as appropriate.

Operational Key Performance Indicator Reporting

- Report to the Commission on the following:
 - Percentage of crimes solved or closed, weighted by severity.
 - Number of public complaints in the quarter and resolution time.
 - Member and civilian turnover and retention rates as well as representation of community demographics within the police force.
 - Identification and implementation of funding streams.
 - Budget reporting (forecast to actual).
- On an annual basis, report on the Lacombe Police Service Strategic Plan outcomes.
- Every two years, provide survey results pertaining to community perception and trust in the Police Service.
- Ensure the Police Service has the resources necessary to complete the work.
- Ensure prompt, accurate information flow to Commission.

Organizational Management

- Provide sound leadership, direction and collaborative practices between the Police Service and the City as well as within the Police Service.
- Responsible for oversight of the hiring, evaluation and performance management of all member and civilian staff for the Police Service within approved legislation, personnel policies and budget.
- Provide appropriate and varied programs which facilitate the transfer of knowledge, experience and expertise among employees to contribute to organizational goals, sustainability and the delivery of quality services.

Respect | Accountability | Honesty | Integrity

- Provide employees with opportunities for learning, professional and personal development and feedback on their contributions as identified through employee assessment related goals and training plans.
- Foster a positive work culture and monitor the corporate culture evolution regularly.
- Create and maintain an environment oriented to trust, open communication, creative thinking, and cohesive team effort; including but not limited to, providing, and communicating a vision, motivating, inspiring, coaching/mentoring and training and the development of the departmental team, facilitating innovation, problem-solving and collaboration, and maintaining healthy group dynamics.

Policy & Legal

- Attend all Commission meetings as required.
- Oversee the development, implementation, evaluation, management and maintenance of the Police Service policy documents. Working with the applicable internal resource, ensure regular review where required amendments to existing operational policies to ensure compliance with Provincial standards and issue directives as necessary for Commission consideration.
- Effectively navigate organizational change in response to legislative updates, industry developments, or Commission directives, ensuring compliance and adaptation as necessary.
- Act as point of contact with the Police Service for legal counsel regarding legislative and contractual issues. Oversee the preparation of Police Service agreements including, contracts, leases, sales agreements, development agreements, and grant funding agreements.
- Responsible for ensuring systems are in place to meet Police Service obligations.
- Represents the Police Service at relevant hearings, as appropriate.

Budget Management

- Responsible to model the highest level of ethical and transparent behaviour in all actions, particularly in the management and use of public dollars, ensuring accountability and integrity in financial practices and behaviour.
- Prepare and administer, within approved limits, the annual Police Service operating, and capital budgets while maximizing use of ratepayer dollars.
- Lead and/or participate in long range planning for infrastructure/facility replacement and associated costs.
- Oversee appropriate assignment and use of resources (fiscal, human and physical).
- Responsible and accountable for budget implementation and monitoring for all programs/services within the Police Service.

Respect | Accountability | Honesty | Integrity

- Coordinate research and oversee the completion and submission of external grant/funding opportunities for the Police Service.
- Address through the Commission, variances in budgets and project costs in accordance with City policy/procedures and legislative framework.

Cross Organizational Project Leadership & Change Management

- Support the implementation of continuous improvement initiatives within the organization to enhance operational efficiency and service delivery.
- Support the development of service level improvements and efficiencies, ensuring alignment with strategic goals and operational needs.
- Foster collaborative relationships between stakeholders and enforcement partners.

Emergency Management and Health & Safety

- In conjunction with the CAO and the Director of Emergency Management, ensure Police Service members and civilian staff receive regular training through formal classes and exercises involving the City's emergency plan.
- Participate in the City's Emergency Management program, by ensuring overarching and role specific training is completed for the Service members and civilian staff.
- Ensure the Police Service complies with, and adheres to Alberta's Occupational Health & Safety Legislation, City's Health & Safety Policies & Procedures, by following rights and responsibilities as outlined in the Health and Safety Manual, ensure compliance with all safe work procedures and the OH&S program requirements; monitor and enforce subordinate compliance with the OH&S program.
- Hold regular meetings discussing operations and health & safety with staff through informal conversations and formal communication to direct and allocate resources effectively and efficiently.
- Ensure that pre-employment medical evaluations, including physical, vision, hearing and psychological assessments are conducted for all new recruits as per the Ministry of Public Safety and Emergency Services recruit selection standards, and that ongoing evaluations occur throughout their careers.
- Work closely with City of Lacombe People Services to ensure members and civilian staff regarding appropriate medical leave and Workers' Compensation Claims are filed, monitored, and addressed and suitable return to work programs are implemented where appropriate.
- Ensure all members receive regular use of force and tactical training with a focus on safety, de-escalation techniques and adherence to appropriate legal and ethical standards.
- Oversee training programs related to personal protective equipment (PPE).

- Ensure all members maintain current first aid and CPR certification.

Other

- Facilitate open, ongoing consultation and communication with the public directly and through the Commission.
- Be an avid, competent spokesperson for the Police Service and City matters/initiatives.
- Collaborate with the City Corporate Leadership Team (CLT) and participate in CLT meetings.
- Attend and participate in City of Lacombe Management meetings.
- Liaise with and provide prompt, accurate information flow to the City Administrative Officer as necessary on matters of mutual interest.
- Participate as required in the City's Asset Management Program.
- Be an Ambassador for the Police Service through participation on federal and / or provincial committees or other initiatives as appropriate to the role.
- Other related duties as assigned.

THE INDIVIDUAL

Given the critical role the successful candidate is expected to play in achieving the strategic objectives of the service and in supporting its success, it is essential the new Chief of Police possess the following:

Education & Experience

Pursuant to section 35 of the Police Act, to be eligible to be appointed as a chief of police a person must be a Canadian citizen and meet the qualifications specified by the regulation and the Commission.

- Diploma in a related field such as Criminal Justice, Law Enforcement, Criminology, Public Administration, or Political Science or equivalency in related certifications
- 10 years of progressive responsible leadership experience, demonstrated by progressing through the ranks of law enforcement
- Demonstrated ongoing professional development in areas such as crisis management, ethics or public safety strategies is required
- Media relations training and experience is considered an asset

Certifications & Designations

- Maintain use of force or firearms certifications as per Provincial Standards requirements.
- Enhanced security clearance

- Represent the Police Service as a member of the Alberta Association of Chiefs of Police (AACP) and Canadian Association of Chiefs of Police (CACP)

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent knowledge of the *Police Act*, the *Police Officers Collective Bargaining Act*, as well as other relevant Federal, Provincial and Municipal statutes, regulations and policies
- Demonstrated proficiency in modern policing and social principles, practices procedures and techniques of police administration, organization and operations including the technical and administrative phases of crime prevention and law enforcement, including investigation and identification, patrol, traffic control, records management and care and custody of persons and property as well as crisis management
- Proven leadership and supervisory skills
- Intermediate knowledge of budget principles, including development, execution and monitoring
- Excellent relationship building skills with a variety of stakeholders and partners
- Good time management and project management skills
- Strong, proven computer skills
- Proven organization skills and the ability to multi-task and prioritize
- Excellent writing and communication skills
- Strong conflict resolution skills
- Skill in managing significant budgets
- Skill in public facilitation, community engagement and presenting to a variety of audiences
- Ability to develop operating and capital budgets to meet the department needs
- Ability to manage effectively a diverse group of stakeholders towards common goals
- Ability to prioritize, organize and delegate projects, tasks and responsibilities
- Ability to represent the Police Service and in a professional, competent manner

COMPENSATION

The compensation range is commensurate with skills and experience. The work week is based on 40 hours from Monday to Friday. Occasional evening and weekend work, along with some travel can be expected. The City / Commission offers a comprehensive benefit program, pension programs (LAPP and APEX), vacation and additional management vacation supplement.

Relocation will be required for this opportunity.



Respect | Accountability | Honesty | Integrity

COMPLIANCE

The successful applicant will need to demonstrate an acceptable Drivers Abstract and undergo an Enhanced Police Information Check and Financial Clearance.

HOW TO APPLY

Please submit via email a Letter of Introduction and Resume on/or before November 29,

2024 in confidence to: Lacombe Police Commission

c/o Corey Gish, Lacombe Police Commission Chair

peopleservices@lacombe.ca

Should you have any questions regarding this opportunity with the Lacombe Police Service, please contact Twyla Hale at 403.782.1235 or thale@lacombe.ca

We thank all applicants for your submissions, however only candidates being considered for this opportunity will be contacted.

